



# Attaching Exhibits Tutorial

## Eastern District of Michigan

### Rule 18, Exhibits:

Exhibits must be filed electronically according to the following procedure:

- (1) The filing user must prepare an index of exhibits (see sample below) and file the index as the first attachment to the paper. Each exhibit must be described on the index both by an exhibit identifier and by a brief narrative description.
- (2) Each exhibit must be filed as a separate attachment\* to the paper, and identified with the same exhibit identifier and narrative description used in the index of exhibits.

\*Exhibit A should be one PDF file, Exhibit B should be one PDF File, and Exhibit C should be one PDF file, as opposed to Exhibits A, B, and C being combined and saved as one PDF file.

Exhibit  
Identifier

UNITED STATES DISTRICT COURT EASTERN DISTRICT OF MICHIGAN	
SAMPLE INDEX OF EXHIBITS INDEX	
<u>Exhibit</u>	<u>Description</u>
A	Affidavit of John Smith
B	Excerpts from Jane Doe's Deposition
C-1	Contract Between XYZ Company and ABC Company (Part 1, Pages 1-35)
C-2	Contract Between XYZ Company and ABC Company (Part 2, Pages 36-69)
D	XYZ Company General Ledgers
EXHIBIT C	
REVISED 7/21/05	

Exhibit  
Description

## How to Get to the Attachment Upload Screen

After uploading the main document, click the radio button next to the word **Yes** to prompt the system to display the Attachment Upload screen, then click [NEXT].

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

O:\05cv60005\AAA Products\05 - MOTIO

**Attachments to Document:** ☐ No ☒ Yes

## Attachment Upload Screen

The **Attachment Upload** screen is comprised of three parts.

1. Upload the attachment.
2. Select a **CATEGORY** and enter a **DESCRIPTION**.
3. Add file to List.

You must repeat all three steps for each attachment.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

2) At your option, select a document category, enter a description, and select a type.

**Category**  **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

# Uploading Exhibits

When filing exhibits, Rule 18 of the ECF Policies and Procedures, requires that an Index of Exhibits be prepared and uploaded as the first attachment. This tutorial will cover attaching the Index of Exhibits, Exhibits, and Exhibits that have been divided into multiple parts because of the 5MB file size limit.

## Uploading the Index of Exhibits

1. Click [BROWSE] to locate and select the Index of Exhibits.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

**Filename**

Products\AAA - INDEX OF EXHIBITS.pdf

Be sure to right click on the file and select "Open with Acrobat" to view your document to be sure that it is the correct document. This is your only opportunity to view the document before you file it.

The screenshot shows a 'Choose file' dialog box with the file 'AAA - Index of Exhibits.pdf' selected. A right-click context menu is open, and 'Open with Acrobat 7.0' is highlighted. Below the dialog, the Adobe Acrobat Professional window is open, displaying the 'INDEX OF EXHIBITS' document. The document contains a table with the following data:

Identifier	Title
A	Internet Access Agreement
B Part 1	Jeter Deposition Excerpts pgs 3-10
B Part 2	Jeter Deposition Excerpts pgs 88-95
C	License Agreement
D	Sales Agreement 2004

Annotations include an arrow pointing from the 'Open with Acrobat' menu item to the Acrobat window, and another arrow pointing from the 'Close' button (X) in the Acrobat window's title bar to a text box.

Once you have viewed the document, close the document by clicking on [X] in the upper right hand corner, and then click [Open]

## Attaching The Index of Exhibits Continued

2. Select from the **CATEGORY** drop-down list, "**Index of Exhibits.**" Leave the **DESCRIPTION** text box blank.

2) At your option, select a document category, enter a description, and select a type.

Category	Description
<div><div></div><div>Index of Exhibits</div><div>Exhibit</div><div>Document Continuation</div></div>	

the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

3. Click [ADD TO LIST].

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

	Add to List
	Remove from List

4. After [ADD TO LIST] is clicked the Index of Exhibits file will be added to the list displayed below.

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

O:\05cv60005\AAA Products\AAA - INDEX OF EXHIBITS.pdf	Add to List
	Remove from List

5. Proceed to your first Exhibit.

## Attaching Exhibits

1. Click [BROWSE] to locate and select the first exhibit file.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\05cv60005\AAA Products\AAA - Exhibit A.pdf

Note: Be sure to right click and view each exhibit to review for accuracy. (See instructions for **Attaching the Index of Exhibits** for detailed instructions.)

2. Select "**Exhibit**" from the **Category** drop-down menu. Type an identifier and a brief, narrative description in the **Description** text box.

2) At your option, select a document category, enter a description, and select a type.

**Category**  **Description**

3. Click [ADD TO LIST]

O:\05cv60005\AAA Products\AAA - INDEX OF EXHIBITS.pdf  
O:\05cv60005\AAA Products\AAA - Exhibit A.pdf

4. Repeat steps 1-3 until all exhibits are attached, then click [NEXT]

O:\05cv60005\AAA Products\AAA - INDEX OF EXHIBITS.pdf  
O:\05cv60005\AAA Products\AAA - Exhibit A.pdf  
O:\05cv60005\AAA Products\AAA - Exhibit B.pdf

5. Complete the remaining transaction steps.

## Uploading Multi-Part Attachments

When an Exhibit exceeds the 5MB file size limit, it must be divided into multiple parts. Dividing larger files into smaller parts is done within your PDF software. For specific instructions, consult your PDF software help files.

The first part of a divided exhibit should be uploaded following the directions for **Uploading an Exhibit**. Follow the directions below to upload the subsequent parts.

1. Click on [BROWSE] to locate and select the next part of the exhibit.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\05cv60005\AAA Products\AAA - Exhibit

Browse...

Note: Be sure to right click and view each part of the exhibit to review for accuracy. (See instructions for **Attaching the Index of Exhibits** for detailed instructions.)

2. Select **“Document Continuation”** from the **Category** drop-down menu. Type an identifier and a brief, narrative description in the **Description** text box.

2) At your option, select a document category, enter a description, and select a type.

**Category**

**Description**

Document Continuation

of C Part 2 - Contract between XYZ

3. Click [ADD TO LIST]

O:\05cv60005\AAA Products\AAA - INDEX OF EXHIBITS.pdf

O:\05cv60005\AAA Products\AAA - Exhibit A.pdf

O:\05cv60005\AAA Products\AAA - Exhibit B.pdf

O:\05cv60005\AAA Products\AAA - Exhibit C1.pdf

O:\05cv60005\AAA Products\AAA - Exhibit C2.pdf

Add to List

Remove from List

4. Continue these steps until all parts of the multi-part exhibit have been uploaded, described, and added to the list. If you have more exhibits to upload continue uploading them until they are all attached and then click [NEXT].

O:\05cv60005\AAA Products\AAA - Exhibit A.pdf

O:\05cv60005\AAA Products\AAA - Exhibit B.pdf

O:\05cv60005\AAA Products\AAA - Exhibit C1.pdf

O:\05cv60005\AAA Products\AAA - Exhibit C2.pdf

O:\05cv60005\AAA Products\AAA - Exhibit D.pdf

Add to List

Remove from List

Next